

ADMINISTRATIVE CIRCULAR NO.106
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

- Date:** June 5, 2009
- To:** Principals, Vice Principals, ELSTs, and Site EL Coordinators
- Subject:** CELDT 2009-2010 EDITION TRAINING
- Department and/or Persons Concerned:** Principals, Vice Principals, English Learner Support Teachers, English Learner Coordinators, Teachers of English Learners
- Due Date:** Prior to selected training dates
- Reference:** Administrative Circular No. 4251
- Action Requested:** Identify staff members at your school (or associated with your school) who must attend the CELDT 2009-2010 Listening and Speaking Training and/or Reading, Writing and Test Coordination Training and register those persons prior to the selected training date(s)
- Attachments:**
- A. CELDT 2009-2010 Listening and Speaking Training Schedule
 - B. CELDT 2009-2010 Reading, Writing and Test Coordination Training Schedule
 - C. Directions to CELDT Training Facility

Brief Explanation:

The California Department of Education (CDE) has mandated that, for school year 2009-2010, the District use the new *California English Language Development Test (CELDT) 2009-2010 Edition* to conduct its Initial Identification of newly enrolled K-12 students from homes where languages other than English are frequently used and its Annual Assessment of continuing English Learners (ELs).

While similar in format to past versions of the CELDT, the 2009-2010 version is a completely different test. **A major change is that, for the first time, all K-12 students, specifically including Kindergarteners and First Graders, must take all four portions of the test – Listening, Speaking, Reading, and Writing.** For these reasons, the 2009-2010 version is the **only** form of the CELDT that may be used for any CELDT assessment relating to school year 2009-2010.

Please be aware of, and plan for, the additional time that will be needed in order to assess Kindergarten and First Grade students in the new Reading and Writing portions, over and above the time usually required for the Listening and Speaking portions.

CELDT EXAMINER QUALIFICATIONS

All individuals administering the CELDT must be fully proficient in Standard American English. Assessors must have very little or no accent in the pronunciation of Standard American English.

In addition, assessors should be familiar with the developmental language characteristics of children at the grade levels they are to test, **especially those who are administering the Kindergarten and First Grade Reading and Writing assessments.** The CDE recommends that certificated teachers administer the CELDT, whenever possible.

TWO DIFFERENT TYPES OF TRAINING

The Office of Language Acquisition (OLA) has scheduled numerous opportunities for site staff to attend the two types of training for the CELDT 2009-2010 Edition. Attachments A and B contain schedules and registration information. The two types of training are (1) Listening and Speaking Training, and (2) Reading, Writing and Test Coordination Training. All English Learner Support Teachers and EL Coordinators are **required to attend both types of training, even if they have been previously trained for other CELDT editions.**

Please note that the target audiences for the two trainings differ. We ask that site administrators please:

- (1) Review the “target audience” descriptors below to identify those staff members from your site or associated with your site who should attend each type of training; and
- (2) Provide those persons with a copy of the appropriate schedule(s) and registration information as soon as possible. It may be appropriate for one person to attend both types of training. Participants may register at any time, however space is limited in each session, so we suggest registering as soon as possible to assure attendance at the session(s) of choice.

TARGET AUDIENCE DESCRIPTORS

1. CELDT Listening and Speaking Training

Listening and Speaking Training is being offered in a two-hour **and** a three-hour version. Qualified examiners who **did not** attend CELDT Listening and Speaking Training last summer or fall are **required** to attend either a two-hour or a three-hour Listening and Speaking training this summer or fall. Two-hour sessions are designed for experienced examiners who have recently attended CELDT Listening and Speaking Training. Three-hour sessions are for (a) examiners who are new to administering the CELDT, (b) examiners who last attended training during or prior to the 2005-2006 school year, and (c) experienced examiners who prefer to attend a more in-depth training. All ELSTs and site EL Coordinators are **required** to attend Listening and Speaking Training this year, regardless of any prior training.

2. CELDT Reading, Writing and Test Coordination Training

All ELSTs and EL Coordinators and anyone who will be **scoring** the Writing portion of the CELDT for grades 2-12 must attend this training. Participants will then be able to conduct an abbreviated training at their own site for others who will be administering (but not scoring) the Reading and Writing portion for Grades 2-12. In addition, anyone who will be administering or scoring the Reading and/or Writing for Kindergarten and/or Grade 1 students **must** attend as well.

Because of the new requirement to assess Kindergarten and Grade 1 students with CELDT Reading and Writing, the Reading, Writing and Test Coordination sessions will be scheduled for Elementary and K-8 staff separately from sessions for secondary staff.

PAYMENT FOR, AND STAFFING OF, CELDT EXAMINERS

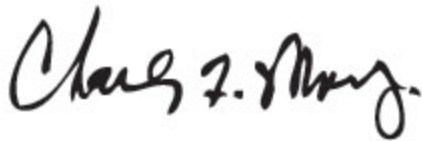
- A. If a school wishes to contract with and pay CELDT-trained educators who are former or current employees of the District, arrangements for compensation are the responsibility of the school principal. Funds in Budget Resources 72500, 70900, and 70910 may be used for this purpose. A brief description of these budget resources is provided below.
 - a. 72500 (SBCP): School Based Coordinated Program – *Exists when a site chooses to combine its categorical funding resources.*
 - b. 70900 (EIA-SCE): Economic Impact Aid/State Compensatory Education – *to be used for Educationally Disadvantaged Youth, which includes ELs.*
 - c. 70910 (EIA-LEP): Economic Impact Aid/Limited English Proficient – *to be used for ELs only.*
- B. Participants in the training who are non-management and non-charter regular District employees will be paid by OLA at the applicable (certificated or classified) hourly workshop participation rate for time spent beyond their regular working hours. **OLA will NOT pay non-District, temporary, retired, or casual employees (including substitutes) for attending training. Payment for such personnel is the responsibility of the site.**
- C. If you plan on using additional staff (e.g., temporary, casual, retired, substitutes, volunteers, etc.), to assist in administering the CELDT in the fall, you will need to contact them and ensure they register to attend training this summer. **Unless such persons are volunteers, you will be expected to use site funds to pay all such casual, retired, or temporary employees for attending training and assessing students.**
- D. Human Resources recommends paying certificated non-District, temporary, retired, or casual employees at the Non-Classroom Hourly rate (currently \$30.57) for assessing students. Classified non-District, temporary, retired, or casual employees should be paid at their appropriate “Regular Time” hourly rate for assessing students. Such certificated and classified employees should be paid at the applicable hourly participation rate for attending training. *All questions related to processing and paying temporary, casual, and retired employees should be directed to the Human Resources Services Division.*

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Questions about CELDT training may be directed to the OLA CELDT Hotline: (619) 725-7280.
Thank you for helping us ensure the proper administration of this important assessment.

Debra Dougherty
Program Manager
Office of Language Acquisition

APPROVED:

A handwritten signature in black ink that reads "Chuck Morris". The signature is written in a cursive, slightly slanted style.

Chuck Morris
Deputy Superintendent

Attachments (3)

Distribution: Lists A, B, D, E, and F

**CELDT 2009-2010
Listening and Speaking Training Schedule**

On-line registration via <http://registration.sandi.net> is required for all sessions.

CELDT Listening and Speaking Training is being offered in a two-hour **and** a three-hour version. Qualified examiners who **did not** attend CELDT Listening and Speaking Training last summer or fall are **required** to attend either a two-hour or a three-hour Listening and Speaking training this summer or fall. Two-hour sessions are designed for experienced examiners who have recently attended CELDT Listening and Speaking Training. Three-hour sessions are for (a) examiners who are new to administering the CELDT, (b) examiners who last attended training during or prior to the 2005-2006 school year, and (c) experienced examiners who prefer to attend a more in-depth training.

Location For All CELDT Trainings: Professional Development Center, Room 186, Mission Bay High School. See directions on Attachment C.

July 2009								
Session	For	Date	Time		Session	For	Date	Time
101N	New Examiners	Tues. July 7	9-12		109N	New Examiners	Wed. July 22	9-12
102N	New Examiners	Wed. July 8	1-4		110N	New Examiners	Thurs. July 23	9-12
103E	Experienced Examiners	Thurs. July 9	9-11		111E	Experienced Examiners	Thurs. July 23	1-3
104N	New Examiners	Tues. July 14	9-12		112N	New Examiners	Tues. July 28	9-12
105E	Experienced Examiners	Wed. July 15	1-3		113E	Experienced Examiners	Tues. July 28	1-3
106N	New Examiners	Thurs. July 16	9-12		114N	New Examiners	Wed. July 29	1-4
107E	Experienced Examiners	Thurs. July 16	1-3		115N	New Examiners	Thurs. July 30	9-12
108N	New Examiners	Tues. July 21	1-4					
September 2009								
Session	For	Date	Time		Session	For	Date	Time
116E	Experienced Examiners	Tues. Sept. 1	9-11		121N	New Examiners	Thurs. Sept. 10	9-12
117E	Experienced Examiners	Wed. Sept. 2	1-3		122N	New Examiners	Tues. Sept. 15	1-4
118N	New Examiners	Thurs. Sept. 3	9-12		123N	New Examiners	Wed. Sept. 16	9-12
119E	Experienced Examiners	Thurs. Sept. 3	1-3		124N	New Examiners	Thurs. Sept. 17	9-12
120N	New Examiners	Wed. Sept. 9	9-12		125N	New Examiners	Tues. Sept. 22	9-12

Questions? Call the District CELDT Hot Line at (619) 725-7280.

CELDT 2009-2010
Reading, Writing, and Test Coordination Training Schedule

On-line registration via <http://registration.sandi.net> is required for all sessions.

Who is required to attend this training?

- Anyone who will be **administering and/or scoring** the Reading and/or Writing portions of the CELDT for Grades K and/or 1, **and**
- Anyone who will be **scoring** the Writing portion of the CELDT for Grades 2-12, **and**
- All English Learner Coordinators and English Learner Support Teachers

Because of the new requirement to assess Kindergarten and Grade 1 students with CELDT Reading and Writing, the Reading, Writing and Test Coordination sessions are scheduled for Elementary and K-8 staff separately from sessions for secondary (middle and high school) staff. Please be sure to register accordingly.

Location For All CELDT Trainings: Professional Development Center, Room 186, Mission Bay High School. See directions on Attachment C.

July 2009								
Session	For	Date	Time		Session	For	Date	Time
201	Elementary & K-8	Tues. July 7	1-5		303	Secondary	Tues. July 21	8-12
202	Elementary & K-8	Wed. July 8	8-12		204	Elementary & K-8	Wed. July 22	1-5
301	Secondary	Thurs. July 9	1-5		205	Elementary & K-8	Wed. July 29	8-12
302	Secondary	Tues. July 14	1-5		304	Secondary	Thurs. July 30	1-5
203	Elementary & K-8	Wed. July 15	8-12					
September 2009								
Session	For	Date	Time		Session	For	Date	Time
206	Elementary & K-8	Tues. Sept. 1	1-5		306	Secondary	Thurs. Sept. 10	1-5
305	Secondary	Wed. Sept. 2	8-12		208	Elementary & K-8	Tues. Sept. 15	8-12
207	Elementary & K-8	Wed. Sept. 9	1-5					

Questions? Call the District CELDT Hot Line at (619) 725-7280.

Directions to the CELDT Training Facility
Professional Development Center, Room 186, Mission Bay High

Address: 2475 Grand Avenue, San Diego, 92109
Room 186
Phone: (858) 490-8553

Directions to Mission Bay High

Hwy 5 north to Grand Avenue, exit Grand Avenue west. Left on Lee St. (at light) to enter campus.

or

Hwy 5 south to Garnet/Balboa exit, straight ahead, right on Grand Avenue. Left on Lee St. (at light) to enter campus.

Directions upon arriving at Mission Bay High

- Left on Lee St. (at light)
- Look for sign “Literacy Professional Development Center” on portable buildings on right side of Lee St.
- Proceed past all portable buildings and drive through the open gate.
- Park beyond the gate.
- Walk back to room 186 in the portable building you drove past.

Important Notes

- Lee St. is a private street that is part of the Mission Bay High campus. Many students must cross the street before, during, and after school. **When students are present, all vehicles should stop** and proceed with maximum caution.
- Lee St. is closed to through traffic from 2:00-2:30 p.m. to facilitate movement of students to busses and parking lots